

# THE CITY OF CARLSBAD

## Invites Applications for **PW INSPECTOR I** STREET MAINTENANCE FACILITIES (1) & PARKS MAINTENANCE (1)

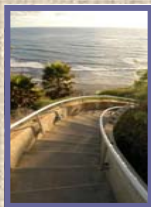
**\$3,756-\$4,565**  
**Monthly**

**Open Until Filled**  
**First Review: October 23, 2006**

The established eligibility list will remain in effect for one year or until depleted, and may also be used for future vacancies occurring during the year.

**Phone: 760-602-2440**  
**Jobline: 760-602-2480**

**[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)**



## The City

The City of Carlsbad is a unique coastal community located 30 miles north of San Diego, surrounded by mountains, lagoons and the Pacific Ocean. The city is expected to grow from its current population of 95,000 to 125,000 once its 42 square miles are built out. Carlsbad residents enjoy the benefits of a full service City, including its own fire and police, library, utilities and water services departments.



## The Departments

**The Street Maintenance Department** is responsible for the maintenance and repair of 582.4 lane miles of roadway, 5,597 street lights, 100 signalized intersections, over 5,000 storm drains, and all sidewalks in the public-right-of-way. The Department is comprised of approximately 20 employees.

**The Facilities Maintenance Department** is responsible for maintaining 600,000 square feet of building space at 52 different locations to ensure the buildings are safe and attractive for the City and the community to conduct its business. The division receives annually approximately 1,500 work order request to perform a variety of repairs and alterations such as HVAC, plumbing, electrical, painting, roofing, etc. The division also provides professional level of custodial services for all City facilities by utilizing City staff in the major buildings and contract services in the smaller buildings. Seventeen employees support these services along with a long list of contracted services.

**The Parks Maintenance Department** is comprised of approximately 43 employees in hardscape/landscape maintenance and tree trimming. Parks Maintenance provides support and maintenance services for parks, facilities, street trees, median landscapes and city-wide trails. The City of Carlsbad is continuing to develop and bring new parks, trees, medians and trails online to its citizens. The department is responsible for the maintenance and enhancement of 346 acres of landscapes, 45 acres of median planters, 10,000 street trees and 21 miles of trails. The ultimate goal of this position is to maintain the highest level of service through quality administration contract staff management and operations.

## The Position

The City of Carlsbad is seeking 2 self-starters with excellent interpersonal, communication and customer service skills to conduct routine inspections for 1) Street maintenance and facilities projects, 2) Parks maintenance contracts and projects. The position acts as lead project or contract inspector for the assigned division and in the administration of various Public Works and specialized projects.

### **Key responsibilities will include:**

- \* Inspect materials and workmanship to ensure compliance with approved plans and specifications or maintenance contract provisions.
- \* Contract administration or project management relating to contract compliance.
- \* Working with engineers, contractors, and the general public.
- \* Responding to and resolving customer concerns.
- \* Record keeping, reports and correspondence.
- \* Preparing, reviewing and submitting change orders.
- \* Reviewing as-built drawings, noting corrections and issuing notices requiring modifications to work in progress.
- \* Inspect work performed on assigned projects i.e. custodial, HVAC, generator, sidewalk maintenance, asphalt repair, hardscape/landscape installation and playground equipment modifications.

**Further information on duties is available at <http://www.carlsbadca.gov/hr/jdpdf/PublicWorksInspectorI.pdf>**

## Qualifications

A typical way to obtain the required knowledge and abilities would be:

### **Education**

Education and equivalent to completion of the twelfth grade supplemented by specialized training in construction or public works management, inspection, engineering, landscape design or park operations.

**Experience: Streets/facilities inspectors:** 2 years of public works construction or maintenance work.

**Parks inspectors:** 2 years sub-professional landscape design, construction or maintenance work.



## The Ideal Candidate Will :

- \* Be proactive and demonstrate an approachable, collaborative problem-solving style;
- \* Have a track record of demonstrated supervisory or leadership accomplishments;
- \* Demonstrate excellent customer service skills.
- \* Street/Facilities inspector applicants will have certification in applicable trades and /or building inspection.
- \* Park Inspector applicants will possess an arborist, playground inspector and/or certified pesticide applicator certificate.

## Supplemental Questionnaire

**Instructions:** Please submit your responses to the following questions or requests in a type or text format. It is important that you respond to each question concisely. Resumes will not be accepted in lieu of submitting answers to this supplemental questionnaire, but may be included in addition to the required application materials. Also, please include the following statement at the bottom of your supplemental questionnaire along with your signature and the date, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

1. Indicate your primary area of interest: Streets/Facilities or Parks Maintenance.
2. Describe your experience in the inspection of Public Works projects or maintenance contracts (in which you had a broad scope of responsibility.)
3. Describe your experience in resolving problems or conflicts with contractors, citizens or other departments.
4. Describe your customer service philosophy. Give examples on how you have applied it in specific work settings.
5. How do you stay current on industry standards and professional development? (Note any current certifications or recent specialized training you have in this field.)
6. Describe your computer experience. What software packages (e.g. Word, Excel, Power Point, etc.) are you skilled in? Rate your proficiency level in each on a scale of: 1=basic, 2=competent, 3=very proficient.

## Department Mission Statement

The Public Works team is dedicated to providing exceptional services to our customers with integrity and pride in a manner that enhances the quality of life for all who live, work and play in Carlsbad.



City of Carlsbad Human Resources  
1635 Faraday Avenue, Carlsbad, CA 92008  
Phone (760) 602-2440 • Fax (760) 602-8554  
Job Line (760) 602-2480  
For more information about the City of Carlsbad  
go to  
[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)



**City of Carlsbad**  
A great place to make  
a living. And a life

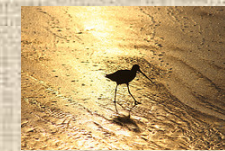
*The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions contained in this announcement may be modified or revoked without notice.*

## Filing Deadline

Application and supplemental materials may be obtained from the City of Carlsbad Human Resources Department, 1635 Faraday Avenue, Carlsbad, CA (760) 602-2440, or apply online at [www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr). Application and supplemental materials must be returned to the Human Resources Department by 5:00 p.m., **October 23, 2006 to be considered for the first review.**

## Selection Process

Currently there are 2 vacancies. **A City Application and Supplemental Questionnaire are required.** It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Although resumes are permitted, they will not be accepted in lieu of a completed application. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. This process will consist of a skills assessment and oral exam. Final candidates may have experience and educational background verified and will be required to furnish references.



## Benefits

- \* PERS 3% @ 60 retirement formula.
- \* No Social Security deductions.
- \* Health benefits include medical, dental, vision and life insurance.
- \* Flexible Spending Accounts
- \* Paid Holidays, Vacation, Sick Leave
- \* Interest free computer purchase programs.
- \* Tuition Reimbursement.